To Whom It May Concern:

I am writing to attest to the ability of {Name} to serve as an officer in the {military branch}.

I served in the {branch} for {length of time} as a {position}, so I am fully capable of recognizing a future effective leader for our armed forces. I have known {Name} for{length of time} in my capacity as {teacher, family friend, etc.}, and I can say without a doubt that I would be proud to serve alongside {him/her}.

{Name} is a natural leader, but more importantly than that, {he/she} also knows how to follow an order. {He/she} recognizes the value of deferring to a superior, and doesn't take a hit to {his/her} pride when {he/she} is no longer in charge of something. This is true in school, when {he/she} volunteers at {place}, or even at {his/her}part-time job at {place}. An officer needs to posses the ability to both lead and follow, and {Name} has that ability in spades.

{Name} is a friendly, easy-going {man/woman} who understands the value of a hard day's work, and knows the importance of keeping our military running smoothly.{Name} wants to be a part of the system, and I believe the system will benefit greatly from {Name's} participation.

I believe strongly in {Name's} potential for success in the {branch}, so I hope you will accept {his/her} application for commission.

Sincerely,

{Sender}